



NOW HIRING: PART-TIME CODE ENFORCEMENT OFFICER

The City of St. Anthony Village is recruiting for a Part-Time Code Enforcement Officer. Position is responsible for performing general duty work in property maintenance code enforcement. Serves as the City's Code Enforcement Officer for all properties and structures within the City of St. Anthony. Work involves inspections of single family, multi family, and commercial/industrial properties. The Code Enforcement Officer responds to complaints regarding property maintenance, zoning and related issues while maintaining follow up to assure compliance. Also perform special tasks and projects as assigned and may be required to work extended hours such as nights and/or weekends.

Although some direction may be received from Fire Officers, work is performed under limited supervision of the Fire Chief and Assistant Fire Chief and will be reviewed by analysis of operating records, inspections, conferences, and observation of results obtained.

Highlights of the Position

- Inspect all existing structures as required to assure compliance with property maintenance and zoning codes.
- Assist general public with questions and concerns regarding code violations and provide advice for code compliance
- Research codes and ordinances in regards to violations, notify violators of code violations and code provisions.
- Enter, maintain and retrieve information and documents from computer using specialized software.
- Investigate complaints related to property maintenance ordinances.
- Issue notices and perform follow up inspections to ensure compliance.

About the Candidate

The successful candidate should possess the capability of promoting and maintaining favorable community relations.

Must be able to effectively communicate verbally and in writing with city staff, city officials, other governmental authorities and the general public in a courteous and effective manner.



Minimum Job Qualifications

- High School diploma or equivalent
- Possesses a valid and unrestricted Driver's License
- Must be able to perform the responsibilities of the position, including making independent decisions that are compatible with City policies, with minimal supervision in a responsible, professional and efficient manner

Our mission is to be a progressive and welcoming Village that is walkable, sustainable and safe



Compensation

The salary range is \$16.00 – \$20.00 per hour, depending upon the experience and qualifications of the successful candidate. The PT Code Enforcement officer's schedule varies between 10 and 20 hours per week.

Process Logistics & Timeline

Closing Date:

March 1, 2020

Review of Applications:

Week of March 2, 2020

Interviews of Candidates:

Week of March 9, 2020

Anticipated Start:

April, 2020

Interview Location:

**City of Anthony Village City Hall
3301 Silver Lake Road
St. Anthony, MN 55418**

How to Apply

Applications can be found by visiting:
www.savmn.com/jobs

About the City of St. Anthony Village

The city is considered a "first-ring" suburb of Minneapolis and is unique in that two-thirds of the city is located in Hennepin and one-third is located in Ramsey Counties. The dividing line is 37th Avenue.

St. Anthony is five miles northeast of downtown Minneapolis and eight miles northwest of downtown St. Paul. The St. Paul and Minneapolis campuses of the University of Minnesota are a 10 -15 minute drive from St. Anthony. The City is easily accessible via I-35W, County Road D, Highway 88, Highway 280, I-94, Silver Lake Road and I-694 and Highway 10 via Silver Lake Road.

Our community's uniqueness can be attributed to beautiful Silver Lake, Silver Lake Village, parks, bike trails, a highly distinguished K-12 independent school district and its convenient proximity to both Minneapolis and St. Paul.

The city is 2.35 square miles with 24.5 miles of city streets. Communities that border St. Anthony include Northeast Minneapolis to the south, Roseville to the east, Columbia Heights to the northwest and New Brighton to the northeast.

There is a lot to know about the classy, first-ring suburb of St. Anthony, also affectionately called "The Village" by locals. The Village is rich with history and fascinating stories.

The City of St. Anthony Village is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, marital status, national origin, political ideas, or disability in employment or the provision of services.

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